**Absolute References**

* Identify the data
* Look if you have a constant or a slope for a equation
* For the value you need for Y:
  + =$A$2\*A5+$B$2
    - You can add the dollar sign just by putting the key F4 at the top of your keyboard.
    - When you use this equation you can drag it down and the value for A2 and B2 would not change.

**Macro**

* A macro is an option were you can use shortcuts to add information anytime you´ll need to do it, in any page of Excel (if you do it in Excel) or in Word (if you do it in Word).
  + View
  + Macro
    - Record Macro
    - Name the Macro
    - Select a shortcut
    - When you finish recording:
      * Stop macro
    - Insert
    - Shapes (select any shape you want)
    - Right click bottom of the mouse
    - Assign macro
    - Then click on the shape or use the shortcut and your macro will appear.